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DD/SLT 409-67

10 January 1967

MEMORANDUM FOR: See Distribution

SUBJECT: Project Officers Handbook

1. We have prepared a Project Officers Handbook to provide simple but comprehensive guidance and direction to S&T Directorate personnel, especially our R&D Project Officers, on the organization and conduct of technical programs. Sections of the Handbook deal with the procedures for defining the needs for technical work to support the Agency's objectives, for initiating contracts, and the Project Officers' responsibilities in contract supervision and administration. Several checklists and similar guides have been developed to improve the completeness and thoroughness of our technical efforts without encumbering our Project Officers.

2. The Project Officers Handbook is consistent with the instructions and guidance provided by the Procurement Handbook and a copy of the Procurement Handbook is included in the Project Officers Handbook because of the numerous references to the Procurement Handbook and the greater detail provided in some areas by the Procurement Handbook.

3. The Handbook has been produced in loose leaf form so changes and recommendations can be readily incorporated to improve the Handbook's effectiveness as a working tool for the Project Officers. I am sending copies of the Handbook to key components of the Agency concerned with research and development, and solicit your comments and suggestions. In some instances you may find some of the checklists and other procedures useful and adaptable to your organization.

CARL E. BUCKETT
Acting Deputy Director
for
Science and Technology

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